# **Solicitation for Bids**

# **Vended Meals**

Agency Name:

School Food Authority (SFA) Address:

Phone:

Bid Due Date:

Agency Contact Person:

Email:

Bid Issue Date:

**Invitation**

(SFA NAME) invites qualified bidders to submit bids for Vended Meals as described in the attached “Template Vended Meals Agreement” herein called “Agreement”. Winning bidder will be requested to sign the Agreement. Please submit the bid as instructed in “Respond to solicitation” below. Contact (CONTACT PERSON’S NAME) at (PHONE AND EMAIL) with any questions.

**Product Information**

Product Name: See attached agreement.

Product Specifications: See attached agreement.

Terms and Conditions: See attached agreement.

Delivery Frequency: See attached agreement.

Site Location(s): See attached agreement.

**Responding to Solicitation**

Please send bid to the attention of CONTACT NAME via one of the following:

* Fax:
* Email:
* Mail:

Return bid by (DUE DATE)

Bids received after the due date above will be ineligible for consideration.

**Awarding Contract**

The SFA will select the lowest bidder based on conditions and requirements contained herein to award the contract for the (INSERT SCHOOL YEAR) , beginning on (CONTRACT BEGIN DATE) and (CONTRACT END DATE). The awarded contract will have the option for four (4) one (1) year contract renewals.

**Bid Deadline**

**(INSERT DATE) by (INSERT TIME) P.M. CST**

Bids will be accepted up to, and no bid may be withdrawn after, the due date and time for submission. Time is Central Standard Time as indicated on the designated clock at the SFA. Bids that arrive after the required time will not be considered. It is the responsibility of the bidder to ensure that the bid arrives at the required location by the required time. Submitted bid shall remain valid for thirty (30) days from the bid deadline.

If SFA determines that there is a discrepancy in or omission from this solicitation prior to the bid deadline, an addendum will be issued to all bidders that have submitted bids and bidders that have requested a copy of the solicitation.

**Communications**

All communication regarding this solicitation document should be directed to:

SFA Contact Person:

Contact Person Title:

Contact Person Phone:

Contact Person Email:

Email is the preferred form of communication.

Questions and Response: The SFA will release and respond to written questions in the form of an addendum. The addendum will be sent to those vendors that requested a copy of the solicitation. All questions must be received by (QUESTION DEADLINE DATE).

**Submission of Bids**

Bidders will need to sign and complete all sections of this solicitation. Bidder may mail bids to the address above by the due date and time as stated in the solicitation. It is the bidder’s responsibility to ensure that its bid is received by the deadline, no exceptions. Electronic submissions may be sent to (EMAIL ADDRESS). Regardless of submission method, it is the responsibility of the bidder to confirm and ensure the bid was received by bid deadline.

BID must meet the requirements outlined in thIS BID to be considered RESPONSIVE AND Eligible for A consideration for awarded contRact. BIDS will be rejected if not in compliance with these requirements.

**Taste Testing (optional section)**

Bidders are required to participate in a taste testing event that will take place on (DATE AND TIME). The taste testing event will be held at (SFA ADDRESS). The SFA will provide additional information on the taste testing event once all bidders have been identified. Bidders will need to supply the SFA with number of meals to be tested with students. Students will provide feedback on acceptability of meals. Meals will be ranked on a pass/fail basis. Pass means the meal was acceptable. Fail means the meal was not acceptable. Bidders failing to pass the taste testing event will not be considered for further evaluation or awarding of a contract.

Bidders shall provide a narrative as part of their bid describing how they conduct taste testing of new menu items. Bids missing the narrative will be considered non-responsive and not eligible for the Awarded Contract.

Contractor shall provide upon request by the SFA taste testing results of new menu items. Taste testing results indicated unsatisfactory acceptance of meals by students will not be considered for purchasing. Taste testing data shall be broken out by age groups and regions where testing occurred.

**Site Visit (optional section)**

A meeting with interested bidders to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be on DATE at TIME at the following location ADDRESS .

**References (optional section)**

Must include at least 2-3 references including district names, addresses, phone numbers, and name of client administrator capable of commenting on performance. These references shall be for similar services as described in this bid and similar size SFA.

**Bidder Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name:  Phone:  Address:  Email: | **Unit Price** | **Estimated**  **Quantity**  **(Completed by SFA)** | **Extended Price**  **(Quantity x Unit Price)** |
| **Breakfast**   * Bid price per meal:   Includes Milk / Will Not Include Milk **(*Circle One*)** | $ |  | $ |
| **Lunch:**   * Bid price per meal: * Includes Milk / Will Not Include Milk **(*Circle One*)** | $ |  | $ |
| **Afterschool Snack:**   * Bid price per snack: | $ |  | $ |
| **Bid price per carton of milk:** | $ |  | $ |
| **Other costs being bid:** | $ |  | $ |
| Name of person quoting bid price(s): | | | |
| Signature of authorized person providing bid:  X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: | | | |

For SFA use:

\* Attach School Calendar (optional)

\*Attach example VMA template (required)